



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY JOINT MUNITIONS COMMAND
1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-6000

AMSJM-CS

2 JUL 2003

MEMORANDUM FOR All Joint Munitions Command and Army Field Support Command
Personnel

SUBJECT: OERs/NCOERs Standing Operating Procedures

1. **Purpose/Scope** The purpose of this standing operating procedure (SOP) is to familiarize Joint Munitions Command (JMC) and Army Field Support Command (AFSC) personnel with the procedures for the initiation and submission of OERs/NCOERs.

2. **Policy** Submit OERs and NCOERs using DA Form 67-9 and DA Form 2166-8, respectively.

a. Within JMC and AFSC the following evaluation report timeliness guidelines apply (see enclosed Table.)

(1) Senior raters will submit OERs to be received by AMSJM-HRM no later than (NLT) 50 days after the closing date of the reports. You will complete PCS reports before the rated soldier departs duty station IAW CG JMC Policy Memo #16.

(2) Reviewers will submit NCOERs to be received by AMSJM-HRM NLT 30 days from the last day of the end month of the report. You will complete PCS reports before the rated soldier departs duty station IAW CG JMC Policy Memo #16.

b. The AMSJM-HRM will maintain the master rating scheme for JMC/AFSC. The rating scheme will identify the rating chain and the date the last report was processed and forwarded to PERSCOM/EREC.

(1) Soldiers, raters, or designated personnel will immediately report changes to the rating scheme to AMSJM-HRM.

(2) The AMSJM-HRM will publish and distribute an updated rating scheme monthly. Rated soldiers and the rating chain are responsible for ensuring the accuracy of the rating scheme and must therefore promptly report inaccuracies to AMSJM-HRM.

c. Senior raters and reviewers not serviced by AMSJM-HRM must comply with respective local Military Personnel Office (MILPO) procedures. The AMSJM-HRM Evaluations Clerk will monitor report completion progress, provide assistance as needed, and update the evaluations tracking system for all JMC/AFSC evaluations. All senior raters (OER) and reviewers (NCOER)

must notify AMSJM-HRM Evaluations Clerk (through their unit personnel or administrative representative) when a report is completed and forwarded to their local MILPO.

3. **OER processing standards – when AMSJM-HRM is servicing MILPO**

a. The AMSJM-HRM will initiate a memorandum (shell) 45 days before the end date of each report containing the administrative information required to complete the report. The shell is e-mailed simultaneously to the rated officer, rater, and senior rater with required suspense dates.

b. In the event a report other than “Annual” is required, the rated officer, rater, or senior rater must immediately notify the AMSJM-HRM Evaluations Clerk to ensure the timely processing of the report (i.e., Change of Rater, PCS, etc.)

c. Each rated officer will provide his/her completed DA Form 67-9-1 (OER Support Form) and DA Form 67-9 (OER) to his/her designated rater NLT 15 days before the end of the rating period. The rated officer is responsible to verify the accuracy of the administrative data, provide an accurate job description, and provide the correct APFT and Height/Weight data to the rater.

d. The AMSJM-HRM will e-mail a status inquiry to the rating chain on the end date of the report to help ensure the report is being worked and will meet required suspenses. Addressees must respond with a return e-mail advising the status of the evaluation report.

e. The rater (after completing parts IV and V of the OER) will provide the DA Form 67-9 and DA Form 67-9-1 to the intermediate rater or senior rater (as applicable) NLT 15 days after the through date of the OER.

f. The intermediate rater, if applicable (after completing part VI of the OER) will provide the DA Form 67-9 and DA Form 67-9-1 to the senior rater NLT 30 days after the through date of the OER.

g. The AMSJM-HRM will e-mail another status inquiry 45 days after the end date to remind the rating chain of the 50-day suspense. Addressees must respond with a return e-mail advising the status of the evaluation report.

h. We will report OERs not received by the required suspense date (50 days after the end date) to the Chief, Military Personnel Division.

i. We will report OERs not received by 60 days after the end date to the JMC Chief of Staff.

4. NCOER processing standards – when AMSJM-HRM is servicing MILPO

- a. The AMSJM-HRM will initiate a memorandum (shell) 45 days before the end date of each report containing the administrative information required to complete the report. The shell is e-mailed simultaneously to the rated NCO, rater, and senior rater with required suspense dates.
- b. In the event a report other than “Annual” is required, the rated NCO, rater, or senior rater must immediately notify the AMSJM-HRM Evaluations Clerk to ensure the timely processing of the report (e.g. Change of Rater, PCS, etc.)
- c. The AMSJM-HRM will e-mail a status inquiry to the rating chain at the end date of the report to help ensure report is working and will meet required suspenses. Addressees must respond with a return e-mail advising the status of the evaluation report.
- d. The rater (after completing parts III and IV) will forward the NCOER to the senior rater NLT 10 days after the Thru date of the report.
- e. The senior rater (after completing part V) will forward the NCOER to the reviewer NLT 20 days after the Thru date of the report.
- f. The AMSJM-HRM will send out another status inquiry 20 days after the end date to remind the rating chain of the 30-day suspense. Addressees must respond with a return e-mail advising the status of the evaluation report.
- g. We will report NCOERs not received by required suspense date (30 days after the end date) to the Sergeant Major, Military Personnel Division.
- h. We will report NCOERs not received by 35 days after the end date to the JMC or FSC Command Sergeant Major, as appropriate.

5. OER/NCOER processing standards – when AMSJM-HRM is not servicing MILPO for senior rater/reviewer

- a. The AMSJM-HRM Evaluations Clerk will track and monitor the completion and submission of all JMC/AFSC evaluations. All evaluation shells, status inquiries, and late notices are handled in the same manner as with evaluations that AMSJM-HRM is the servicing MILPO. The rating chain of non-serviced units will respond to status inquiries to help ensure we meet DA suspenses.
- b. An evaluation shell is e-mailed to the rating chain 45 days before the evaluation through date. The personnel/administrative representative will contact their local MILPO to ensure a report is initiated. Once reports are completed and turned in to the servicing MILPO,

the personnel/administrative representative will notify AMSJM-HRM of action completion and provide the verified end date of report, the date the report was sent to the servicing MILPO, and any changes to the rating scheme.

6. OER/NCOER processing standards – Individual Mobilization Augmentees (IMA)

a. IMAs on Annual Training. The respective JMC/AFSC IMA Coordinator will provide a current IMA training schedule to the AMSJM-HRM Evaluations Clerk, who will in turn generate an e-mail shell to the rating chain 14 days before the annual training (AT) activation date of all IMAs. The same OER and NCOER suspenses and procedures of paragraphs 3 and 4 above apply after the soldier's AT ends, the through date being the last day on active duty.

b. Mobilized IMAs who processed through a mobilization station. Evaluations of IMA soldiers in this category are treated identical to those in paragraphs 3 and 4 above, except that their evaluation must be completed and given to the soldier before their release from active duty (REFRAD) date. They must present their evaluation at their demobilization station in order to be REFRAD.

c. Mobilized IMAs who did not process through a mobilization station. Evaluations of IMA soldiers in this category are treated identical to those in paragraphs 3 and 4 above.

7. You may fax [(DSN) 793-4254] or e-mail OERs and NCOERs to the AMSJM-HRM Evaluations Clerk for review/administrative assistance at any time.

8. Command Group Evaluations. All OERs and NCOERs for which the Command Group is in the rating chain will be completed and forwarded to AMSJM-HRM for a final admin review prior to forwarding to the CG, DCG, or CoS for comment/signature.

a. The rating chain will provide 5 copies of the "front side" of the OER/NCOER, complete with all signatures, along with 1 copy of the printed backside of the OER/NCOER, through AMSJM-HRM to the Command Group after the final admin review.

b. There is ample time for the final AMSJM-HRM admin review to be completed prior to the OER/NCOER suspense dates. Do not wait until the last minute for the final admin review. **The rating chain is responsible for the timely and correct completion and submission of all evaluation reports.**

9. Zero late reports is the JMC/AFSC standard!

10. All rating chain members will include the following performance objective on their support forms: "No late evaluation reports as a rating chain member."

AMSJM-CS

Subject: OER/NCOER Standing Operating Procedures

11. OER/NCOER regulations and pamphlets, this SOP, DA OER and EREC NCOER on-line completion sites, DA OER and EREC NCOER arrival status sites, and other helpful links can be accessed at the AMSJM-HRM website on the Admin/Evaluations drop down menu:

<http://www.osc.army.mil/hr/hrm/>

12. The POC is MAJ Chaney, AMSJM-HRM, DSN 793-4122, e-mail JMC-OFC-HRM@osc.army.mil.

A handwritten signature in black ink, appearing to read "Gene E. King", is positioned above the printed name.

GENE E. KING

Colonel, GS
Chief of Staff

OER & NCOER SUSPENSE TABLE

OER SUSPENSES							
	Days From OER Through Date						
	<u>-45</u>	<u>-15</u>	<u>0</u>	<u>15</u>	<u>30</u>	<u>45</u>	<u>50</u> <u>60</u>
AMSJM-HRM forwards shell	X						
Rated Officer sends -1 and OER to Rater	X						
AMSJM-HRM status inquiry			X			X	
Rater sends -1 and OER to IR				X			
IR sends -1 and OER to SR					X		
SR suspense to AMSJM-HRM							X
Missed suspense to C, MPD							X
Missed suspense to JMC CofS							X

NCOER SUSPENSES						
	Days From NCOER Through Date					
	<u>-45</u>	<u>0</u>	<u>10</u>	<u>20</u>	<u>30</u>	<u>35</u>
AMSJM-HRM forwards shell	X					
AMSJM-HRM status inquiry		X			X	
Rater send NCOER to SR			X			
SR Sends NCOER to Reviewer					X	
Reviewer suspense to AMSJM-HRM						X
Missed suspense to SGM, MPD						X
Missed suspense to JMC/AFSC CSM						X

Encl